

Title: **How to: MSA Accounting**

Session: **M-3-1100**



# Objectives

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- Discuss MSA Accounting Process
- Outline Balancing Reports
- List Applicable Regulations and References



# How a Bill Is Created

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- Billing Triggers
  - Inpatient – Discharged and Coded
  - Outpatient – Kept Visit, Rx Label, Lab Certified, Rad Performed and/or Read
- Patient Category (PATCAT)
- Rate Tables
- Location
- MEPRS Code

PATCAT Tables: <http://www.tricare.mil/ocfo/mcfs/ubo/patcat.cfm>



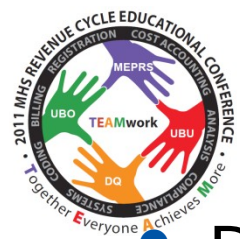
# Processing Payments

- Receiving Payments
  - Verify appropriate account
  - Post payment
  - Notify MSAO or Biller if not paid in full
- Balance Payments per Cashier
  - Use Cash Collection Detail Report
    - MSA → MSR → CCR
- Finalize Cash Collection Voucher
  - MSA → MSR → FCV
- Prepare Deposit Ticket SF215
  - Deposit with local bank or submit to F&AO
    - Recommend: Daily
    - Or when \$5K is reached (DoD FMR Vol 5, Chpt 5)



# Accounting for Payments

- Monthly Medical Services Activity Report
  - MSA → MRM → MMR
  - Provides total deposit for month
- Bank reconciliation CA\$HLINK or DFAS Report
- Investigate unaccounted deposits immediately
  - Cash Collection Detail (CCR)
  - Monthly Medical Services Activity Detail
    - MSA → MRM → MMD (very long & detailed)



# Applicable Regulations

- DoD 6010.15, MTF Uniform Business Office (UBO) Manual
  - Provides instructions applicable to the UBO and MSA process
- Regulations and References:
  - <http://www4.law.cornell.edu/uscode/#TITLES>
  - <http://www.tricare.mil/administration/policies.htm>
  - <http://www.e-publishing.af.mil/>
  - <http://www.npc.navy.mil/ReferenceLibrary/Publications/>
  - <http://www.army.mil/usapa/>
  - <http://comptroller.defense.gov/fmr/>
  - <http://www.tricare.mil/ocfo/mcfs/ubo/index.cfm>

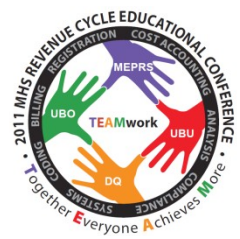


# Summary



AND





# Q & A

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- Questions?